



NATIONAL ENDOWMENT FOR THE

Humanities

DIVISION OF RESEARCH PROGRAMS

SCHOLARLY EDITIONS AND TRANSLATIONS

Deadline: December 9, 2014 (for projects beginning as early as October 1, 2015). Applicants will be notified of the decision by e-mail by August 31, 2015.

Catalog of Federal Domestic Assistance (CFDA) Number: 45.161

Items referred to in this document needed to complete your application:

- ☐ Budget instructions
- ☐ Budget form
- ☐ Grants.gov application package and instructions
- ☐ Grants.gov instructions for unaffiliated project directors

Also see the **application checklist** at the end of this document.

Questions?

Contact the staff of NEH's Division of Research Programs at editions@neh.gov and 202-606-8200. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Submission via Grants.gov

All applications to this program, from both institutional applicants and unaffiliated project directors, must be submitted via Grants.gov. To submit an application via Grants.gov, institutional applicants (though not unaffiliated project directors) must have an active Entity record in the [System for Award Management](#) (SAM). Entity records must be updated at least annually. We strongly recommend that institutional applicants update (or, if necessary, create) their SAM Entity

record at least four weeks before the application deadline, and that all applicants complete or verify their Grants.gov registration at least two weeks before the application deadline.

I. Program Description

Scholarly Editions and Translations grants support the preparation of editions and translations of pre-existing texts and documents of value to the humanities that are currently inaccessible or available in inadequate editions. Typically, the texts and documents are significant literary, philosophical, and historical materials; but other types of work, such as musical notation, are also eligible.

Projects must be undertaken by a team of at least one editor or translator and one other staff member. These grants support full-time or part-time activities for periods of one to three years.

Applicants should demonstrate familiarity with the best practices recommended by the [Association for Documentary Editing](#) or the [Modern Language Association Committee on Scholarly Editions](#). Translation projects should also explain the approach adopted for the particular work to be translated. Editions and translations produced with NEH support contain scholarly and critical apparatus appropriate to the subject matter and format of the edition. This usually means introductions and annotations that provide essential information about the form, transmission, and historical and intellectual context of the texts and documents involved.

Proposals for editions of foreign language materials in the original language are eligible for funding, as well as proposals for editions of translated materials.

Sample narratives from successful grant applications are available on the [program resource page](#).

Providing access to grant products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its grants available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH grant products. For the Scholarly Editions and Translations program, such products may include edited documentary or literary texts, musical scores, and the like. For projects that lead to the development of websites, all other considerations being equal, NEH gives preference to those that provide free access to the public. Detailed guidance on access and dissemination matters can be found in the Final product and dissemination section below (at the end of the instructions for the narrative, in Section IV).

Previously funded projects

Applicants whose projects have received NEH support may apply for a grant for a new or subsequent stage of that project. Proposals for these projects do not receive special consideration and are judged by the same criteria as others in the grant competition.

Scholarly Editions and Translations Grants may not be used for

- projects undertaken by individuals without collaboration;
- development of tools, including digital tools, or any materials analysis whose primary goal is refinement of a method, unless the development contributes to the larger interpretive goals of the project;
- work on recurrent publications such as magazines or scholarly journals;
- digitization of pre-existing texts without the addition of new scholarly and critical apparatus;
- preparation or publication of textbooks intended primarily for classroom use;
- the creation of original works of fiction, poetry, drama, or music;
- translation of a text into a language other than English; or
- publication costs or publication subvention.

Applications for such projects will not be reviewed.

Other funding opportunities

Note: Applicants for individual projects should apply to the [Fellowships](#) or [Summer Stipends](#) programs. Proposals for digitizing collections and for preparing bibliographies, descriptive catalogs, dictionaries, encyclopedias, databases, or other research tools or reference works should be submitted to the [Humanities Collections and Reference Resources](#) program in the NEH Division of Preservation and Access. Applicants who propose to develop digital tools should consult with the NEH Office of Digital Humanities at odh@neh.gov.

NEH encourages submission of Scholarly Editions and Translations applications from independent scholars and faculty at Hispanic-Serving Institutions, Historically Black Colleges and Universities, and Tribal Colleges and Universities.

Standing Together: The Humanities and the Experience of War

NEH welcomes proposals for projects that focus on the history, experience, or meaning of war and military service. Humanities disciplines such as history, literature, philosophy, and the

study of religion can deepen our understanding of war and military service both historically and in our own time. The study of the humanities can also lend perspective to veterans' understanding of their military service and can facilitate veterans' return to civilian life. All projects supported by NEH must be informed by scholarship and insights from the humanities.

More information about this special initiative is available [here](#).

All applications will be given equal consideration in accordance with the program's evaluation criteria, whether or not they respond to the Standing Together initiative.

Complementary program

The [National Historical Publications and Records Commission](#) (NHPRC), National Archives, Washington, D.C., 20408, provides support for editions of American historical documents and records. Applicants may request support from both NEH and NHPRC.

II. Award Information

Awards are made for one to three years. Awards usually range from an average of \$50,000 to \$100,000 per year. Indirect costs (if any) are included in the awarded amount. Successful applicants will be awarded a grant in outright funds, matching funds, or a combination of the two, depending on the applicant's preference and the availability of funds. The use of federal matching funds is encouraged. Federal matching funds are released on a one-to-one basis when a grantee secures gift funds from eligible third parties.

(Learn more about different [types of grant funding](#).)

Cost sharing

Cost sharing consists of the cash contributions made to a project by the applicant, third parties, and other federal agencies, as well as third party in-kind contributions, such as donated services and goods. Cost sharing also includes nonfederal gift money raised to release federal matching funds. Although cost sharing is not required, the Scholarly Editions and Translations program is rarely able to support the full costs of projects approved for funding. In most cases, NEH Scholarly Editions and Translations grants cover no more than 80 percent of project costs. The balance of the costs is to be borne by the applicant's institution or other sources. Previously funded editions seeking further support should expect a progressively larger share of the costs to be assumed by the host institution or third parties.

III. Eligibility

The Scholarly Editions and Translations program accepts applications from both institutions and individuals without an institutional affiliation (who may apply as unaffiliated project directors). Note that all projects must include at least one other staff member in addition to the project director.

The following types of applicants are eligible:

- U.S. nonprofit organizations with IRS tax-exempt status;
- state and local governments;
- federally recognized Indian tribal governments;
- unaffiliated project directors who are U.S. citizens; and
- unaffiliated project directors who are not U.S. citizens but have been living in the United States or its jurisdictions for at least the three years immediately preceding the application deadline.

The following types of applicants are ineligible:

- other federal agencies;
- for-profit institutions; and
- foreign nationals (who would be applying as unaffiliated project directors) who have not been living in the United States or its jurisdictions for at least the three years immediately preceding the application deadline.

Project directors affiliated with an eligible institution must apply through an institution, ordinarily their own institution. Only adjunct faculty, faculty at for-profit institutions, and scholars without an institutional affiliation may apply as unaffiliated project directors.

Degree candidates may not be project directors.

Project directors may submit only one application to either the Scholarly Editions and Translations program or the [Collaborative Research](#) program, but not both. They may, however, apply for other NEH awards, including Fellowships and Summer Stipends.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

Late, incomplete, or ineligible applications will not be reviewed. Find answers to your eligibility questions in the Frequently Asked Questions available on the [program resource page](#).

Note: Project PARTICIPANTS (including the project director, when the application is submitted by an institution) need not be U.S. citizens or U.S. residents, so long as the applicant institution is eligible.

IV. Application and Submission Information

HOW TO PREPARE YOUR APPLICATION

Application advice and proposal drafts

Applicants may submit by e-mail (editions@neh.gov) drafts of at least the narrative and budget sections of their proposals no later than six weeks before the deadline. **Do NOT submit your draft through Grants.gov.** A response cannot be guaranteed if the draft arrives less than six weeks before the deadline. Draft proposals are optional; submitting a draft enables an applicant to receive staff comments about the substance and format of the application. The more complete the draft, and the more sections included, the more helpful the response can be.

Staff comments in response to draft proposals are not part of the formal review process and have no bearing on the final outcome of the application, but previous applicants have found them helpful. Once NEH has received a formal application, the staff will not comment on its status except with respect to questions of completeness or eligibility.

Your application should consist of the following parts.

1. **Statement of significance and impact**

Provide a one-page abstract written for a nonspecialist audience, stating clearly the importance of the proposed work and its relation to larger issues in the humanities.

2. **Table of contents**

Provide a one-page list of all parts of the application and corresponding page numbers.

3. **List of participants**

Provide a one-page list, in alphabetical order, surnames first, of all participants and collaborators on the project. Include any institutional affiliations. The names on this list should match the names mentioned in the staff section of the project's narrative description. Include advisory board members, if any. Foreign nationals may be part of the project team and may be included on the budget.

4. **Narrative**

In the narrative applicants must provide an intellectual justification for the project and a work plan. Applicants should write their proposals with the evaluation criteria (listed in Section V below) in mind, describing the project's intellectual significance, research method, staff qualifications, dissemination plan, and potential for success. The narrative should not assume any specialized knowledge on the part of readers, and it must be free of jargon.

The narrative must be introduced with a project title that describes the proposal. The project title must be no more than 125 characters, and it should be informative to a nonspecialist audience.

Narratives are limited to **twenty-five** double-spaced pages. Material that exceeds the page limit will not be reviewed. All pages should have one-inch margins, and the font size should be no smaller than Times New Roman eleven point. Use appendices to provide supplementary material.

Provide a detailed project description consisting of the following sections.

- *Substance and context*

Provide a clear, concise statement about the nature of the edition or translation and its value to scholars, students, and general audiences in the humanities. Include a full description of the materials that the edition will contain. If there is a previous edition or translation, discuss the reasons for undertaking a new one. Applicants should also describe, if applicable, how their projects will make available materials dispersed among a number of repositories.

- *History and duration of the project*

Provide a concise history of the edition or translation prior to the submission of this application. Include information on how the project began; any research, planning, or editorial work that has already been done; previous financial support; and resources or research facilities available. List any volumes or digital products, with dates of publication; when applicable, the list must include the publisher, print or production runs, sales, and royalties. Provide reviews of the most recent volume or other product in an appendix.

If the application requests support for only part of a larger editorial undertaking, describe the overall design of the entire effort and clearly delineate the specific part intended for NEH funding through this application. Applicants who have previously received NEH funding for their editions or translations should provide, in column format, a comparison of the stated goals and actual accomplishments during the period of their most recent NEH grant. (If the grant was funded at a level different from the requested amount, the revised goals should be used.) If work on the larger undertaking will continue after the proposed grant period, applicants should describe the work that will remain—including the estimated date of completion of the entire undertaking—and the probable sources of support for that work. If the estimated date of completion for the larger undertaking is more than seven years from the date of this application, applicants should demonstrate that the work being proposed is organized and planned to yield results that will be freestanding even if the larger undertaking is not completed.

Provide specific information about how materials for the edition or translation have been or will be collected and about the scope of the search. If this work has not yet been completed, provide an estimate of what remains to be collected.

Proposals submitted by previously funded projects must be substantially updated, including a description of the new activities and a justification of the new budget request. The applicant must also describe how the previously funded project met its goals.

○ *Staff*

Name the project director and all collaborators who would work on the project during the proposed grant period, regardless of whether NEH funds are requested to support their participation in the project. Describe their responsibilities and qualifications. State anticipated commitments of time for the project director and all collaborators, and explain the reasons for and nature of their participation. Project directors must devote a significant portion of their time to their projects. Provide résumés of the principal collaborators (maximum of two pages each) in an appendix.

○ *Methods*

For all applicants:

- demonstrate the significance of the texts;
- describe in detail the tasks to be undertaken and the technology to be employed, indicating what technical and staff resources will be required, as well as the staff's experience with the technology and its application to humanities scholarship;
- describe in detail the organization of the texts;
- describe the corpus—the total number of existing documents and texts—represented by the edition or translation and the criteria for selecting the proportion of documents and texts from that corpus to be edited and published;
- explain the methods of analyzing, transcribing, verifying, and presenting the texts;
- describe the guidelines for annotation, introductions, indexes, and other editorial apparatus; and

- describe how critical introductions and explanatory annotations will establish the historical and intellectual contexts of the work or works and contribute to a better understanding of the text.

For applicants proposing a translation:

- explain the criteria for selecting the text or texts that will serve as the basis for the translation; and
- explain how errors and variant readings in existing editions will be dealt with, and how particular problems posed by the translation (including the degree of difficulty of the text) will be resolved.

For applicants employing digital technology:

Indicate not only *what* technical specifications are to be used, but also *how* they will facilitate the project. In particular, provide the following information:

Discuss the methods for employing digital technology

- Provide information on the technology to be used, and how the technology will facilitate the project, including the hardware and software to be used;
- discuss the preparations for and implementation of data processing (for example, digital capture, data entry, optical character recognition, or conversion from another digital format);
- discuss the production, preservation, and distribution formats, levels of resolution, compression, image enhancement, and the accuracy of textual conversion or transcription;
- discuss the provisions for ensuring quality control;
- discuss the schema for descriptive, administrative, and preservation metadata and controlled vocabularies;
- discuss the system(s) used to manage and present digital content, including pertinent features for facilitating end use; and
- discuss the methods for enhancing discoverability, via search engine optimization and open data harvesting and/or inclusion in an aggregated resource such as a digital library, cooperative portal, or clearinghouse.

Discuss the sustainability of digital content

- NEH expects that any materials produced in digital form as a result of its awards will be maintained so as to ensure their long-term availability. To that end, describe how the project's digital results will be maintained and supported beyond the period of

the grant. Provide information on the ability and commitment of the hosting institution to ensure sustained access to collections or web resources.

- In addition to pertinent technical specifications on open standards, markup conforming to the Text Encoding Initiative (TEI), and employing best practices in the creation of digital materials, provide details on data management and digital preservation infrastructure and policies, such as repository system capabilities, storage requirements and capacity, migration or emulation strategies, and collaborative or third-party arrangements, if any.
- Provide usage statistics (if available) for existing open-access websites.
- For sites that do not grant open access, provide the number of subscribers.

○ *Work plan*

- Describe what will be accomplished during each six-month period.
- Name all the staff members involved in the project during each six-month period and describe their specific tasks.

The work plan should be consistent with the work described in the proposal.

○ *Final product and dissemination*

NEH expects grantees to provide broad access to all grant products, insofar as the condition of the materials and intellectual property rights allow. NEH strongly encourages projects that offer free public access to digital resources. For projects producing digital materials, all other considerations being equal, NEH will give preference to those that provide free access to materials produced with grant funds.

Discuss publication arrangements, publicity plans, estimated prices, and user costs for both print and digital publication. Any pertinent correspondence with a print or digital publisher must be included in the appendices. If the project involves materials under copyright, indicate your plans for securing the necessary permission to publish. Any supporting documents must also be included in the appendices.

Discuss both the media chosen for the final product (printed books, digital media, or some combination) and the reasons for this choice.

- Projects proposing print volumes must describe the structure and contents of the volumes.

- Projects proposing digital products or publications must describe the structure and contents of the site on which they would appear, providing screenshots and URLs whenever possible.

Repeat applicants are encouraged, and applicants for projects not previously funded by NEH are required, to use digital technology in the preparation of editions, whether for print or digital publication. Applicants for projects not previously funded by NEH must also include provision for eventual digital publication.

5. Project budget

Using the instructions and the sample budget, complete the budget form (MS Excel format) or a format of your own that includes all the required information. (You can find links to the budget instructions, sample budget, and budget form on the [program resource page](#).) You can customize the form to suit your project. Enter explanations for any unusual circumstances directly on the form. Include any subcontracts. You should retain a copy of your budget form.

For institutional applicants only: If your institution is claiming indirect costs, submit a copy of its current federally negotiated indirect-cost rate agreement. Do not attach the agreement to your budget form. Instead you must attach it to Form 5, the Budget Narrative Attachment Form. (See the instructions for Form 5 in the Application Checklist at the end of this document.) Alternatively, you must attach a statement to Form 5, explaining a) that the applicant institution is not claiming indirect costs; or b) that the applicant institution is using the government-wide rate of 10 percent of the total direct costs.

6. Appendices

Use appendices to provide essential supplementary materials. Appendices must not exceed *thirty-five* pages. Material exceeding the page limit will not be reviewed.

Appendices must include the following:

- a brief **résumé** (two-page maximum) for each principal project participant. Include contact information for project directors and co-directors.
- **samples** of the material to be edited or translated during the proposed grant period. [Note: Samples MUST be taken from the work for which funding is requested, NOT from work already submitted to a publisher or from a previous application whose plan of work has already been completed.]

- To show editorial principles and procedures described in the narrative, **all samples** must include
 - photocopies of the original documents;
 - transcriptions; and
 - annotations.
- **Translation samples** must also include both the original text and the translation.

The samples must illustrate the significance of the materials to be edited, show the importance and the degree of difficulty of the text, and be carefully checked for accuracy.

Appendices should include the following, as appropriate:

- permissions or letters of support from archives or other research venues;
- contracts or letters of interest from print or digital publishers;
- published reviews; and
- a bibliography of relevant primary and secondary sources, if not included in the narrative.

Do **NOT** include letters of reference, assessments of previous applications, or testimonials.

7. **Statement of history of grants**

If the edition or translation has received previous support from any federal or nonfederal sources, including NEH, provide a one-page list of the sources, dates, and amounts of these funds. Explain how many years of NEH support the edition or translation has already received. If it has a long history of support, the sources and contributions may be grouped and summarized.

HOW TO SUBMIT YOUR APPLICATION

The application must be submitted to Grants.gov. Links to the Grants.gov application package and instructions for preparing and submitting the package can be found on the [program resource page](#).

HOW TO SUBMIT SUPPLEMENTARY MATERIALS

If you are sending audio or visual materials that cannot be submitted electronically, send **eight copies of each item** and include at the bottom of the table of contents—submitted via Grants.gov—a list of the materials to be mailed separately.

Send the materials to:

Scholarly Editions and Translations
Division of Research Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8200

NEH continues to experience lengthy delays in the delivery of mail by the U.S. Postal Service, and in some cases materials are damaged by the irradiation process. We recommend that supplementary materials be sent by a commercial delivery service to ensure that they arrive intact by the receipt deadline.

Materials arriving after the deadline will not be reviewed.

If you wish to have the materials returned to you, please include a self-addressed, pre-paid mailer.

DEADLINES

Submission of draft proposals is optional. Program staff recommends that draft proposals be submitted no later than six weeks before the deadline. Time constraints may prevent staff from reviewing draft proposals submitted after that date.

Applications must be received by Grants.gov by 11:59 P.M., Eastern Time, on December 9, 2014. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted. Supplementary materials must also arrive at NEH by December 9, 2014, to be considered as part of the application.

V. Application Review

Evaluators are asked to apply the following five criteria.

1. The intellectual significance of the proposed work, including its potential contribution to scholarship in the humanities; the likelihood that it will stimulate new research; its relationship to larger themes or issues in the humanities; and the significance of the material on which the project is based.

2. The appropriateness of the research methods, critical apparatus, and editorial policies; in the case of translation projects, the translation approach; the quality of samples, for example, their content, accuracy, readability, and the clarity and helpfulness of annotations; the appropriateness of selection criteria; and the thoroughness and feasibility of the work plan.
3. The qualifications, expertise, and levels of commitment of the project director and project staff or contributors.
4. The soundness of the dissemination and access plans, including benefit to the audience identified in the proposal; the strength of the case for producing print volumes, a digital format, or a combination of media; the appropriateness of the technology to be used; and the sustainability of the print and/or digital dissemination. For projects producing digital materials, all other considerations being equal, NEH will give preference to projects that provide free access to materials produced with grant funds.
5. The potential for success, including the likelihood that the proposed project will be successfully completed within the projected time frame; when appropriate, the edition's previous record of success; and the reasonableness of the budget in relation to its projected results.

Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available [here](#).

VI. Award Administration Information

System for Award Management Entity records

The Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to make information about the expenditure of tax funds available to the public. To facilitate this, an applicant organization (but not an unaffiliated project director) must maintain current information in its Entity record in the System for Award Management (SAM). You must therefore review and update the information in your Entity record at least annually after the initial registration, and more frequently if required by changes in your information or another award term. In order for you to apply for an award via Grants.gov, receive an award, or receive payment on an award, the information in your Entity record must be current. You can update your organization's Entity record [here](#). You may need a new SAM User Account to register or update your Entity record.

Award notices

Applicants will be notified of the decision by e-mail in August 2015. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in September 2015. Applicants may obtain the evaluations of their applications by sending an e-mail message to editions@neh.gov.

Administrative requirements

Before submitting an application, applicants should review their [responsibilities as an award recipient](#) and the [lobbying certification requirement](#).

Award conditions

The requirements for awards are contained in the [General Terms and Conditions for Awards](#), the [Addendum](#) to it, any specific terms and conditions contained in the award document, and the applicable [OMB circulars governing federal grants management](#). The requirements for awards to unaffiliated project directors are also contained in the [General Terms and Conditions for Awards](#), with the exclusion of Articles 2, 5, 6, 11, 12, 20, 25, 33, and Appendix C. The delegation of approval authority referenced in Article 7 also does not apply to awards to unaffiliated project directors.

Reporting requirements

A schedule of report due dates will be included with the award document. Reports must be submitted electronically via [eGMS](#), NEH's online grant management system.

Interim and final performance reports will be required. Further details can be found in [Performance Reporting Requirements](#).

A final [Federal Financial Report](#) (SF-425, PDF) will be due within ninety days after the end of the award period. For further details, please see the [Financial Reporting Requirements](#).

VII. Points of Contact

If you have questions about the program, contact NEH's Division of Research Programs at 202-606-8200 and editions@neh.gov. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930

If you need help using Grants.gov, refer to

Grants.gov: www.grants.gov

Grants.gov help desk: support@grants.gov

Grants.gov customer support tutorials and manuals:

<http://www.grants.gov/web/grants/applicants/applicant-resources.html>

Grants.gov support line: 1-800-518-GRANTS (4726)

Grants.gov [troubleshooting tips](#)

VIII. Other Information

Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at guidelines@neh.gov; the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

APPLICATION CHECKLIST

- ☐ **Verify and if necessary update your institution's Entity record, or create an Entity record for your institution, at the System for Award Management (SAM).** Complete at least four weeks before the deadline. This requirement applies only to institutional applicants, not to unaffiliated project directors.
- ☐ **Verify your institution's registration (or, for unaffiliated project directors, your individual registration) or register your institution (or, for unaffiliated project directors, yourself) with Grants.gov.** Complete at least two weeks before deadline.
- ☐ **Download the application package from Grants.gov.** The [program resource page](#) on NEH's website has a direct link to the package. You can also search Grants.gov for this program.
- ☐ **Complete the following forms contained in the Grants.gov application package.**
 1. Application for Federal Domestic Assistance - Short Organizational (or, for unaffiliated project directors, Application for Federal Domestic Assistance for Individuals)

2. Supplementary Cover Sheet for NEH Grant Programs
3. Project/Performance Site Location(s) Form (required only for institutional applicants; unaffiliated project directors do not fill out this form)
4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:

ATTACHMENT 1: Statement of significance and impact (name the file “statement.pdf”) (1 page)

ATTACHMENT 2: Table of contents (name the file “contents.pdf”) (1 page)

ATTACHMENT 3: List of project participants (name the file “participantslist.pdf”) (1 page)

ATTACHMENT 4: Narrative (name the file “narrative.pdf”) (limited to 25 pages, including the following elements):

- ☐ **Substance and context**
- ☐ **History and duration of the project**
- ☐ **Staff**
- ☐ **Methods**
- ☐ **Work plan**
- ☐ **Final product and dissemination**

ATTACHMENT 5: Budget (name the file “budget.pdf”)

ATTACHMENT 6: Appendices (name the file “appendices.pdf”) (limited to 35 pages, including the following elements):

- ☐ **Participant résumés and contact information**
- ☐ **Samples/examples of proposed work**
- ☐ **Letters of support or permissions from research venues**
- ☐ **For ongoing projects, reviews of published works**
- ☐ **A bibliography of relevant primary and secondary sources, if not included in the narrative**

ATTACHMENT 7: History of grants (name the file “granthistory.pdf”) (1 page)

5. Budget Narrative Attachment Form (required only for institutional applicants; unaffiliated project directors do not use this form)—Using this form, attach **only** a copy of your institution’s current federally negotiated indirect-cost rate agreement (or an explanation why you are not attaching such an agreement). (See the Grants.gov instructions for institutional applicants, which are available on the program resource page, for additional information.)

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don’t already have software to

convert your files into PDFs, many low-cost and free software packages will do so. You can learn more about converting documents into PDFs [here](#).

Upload your application to Grants.gov. NEH **strongly** suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov. For purposes of verification, keep a record of any communication with Grants.gov, including a case number if it is assigned.